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F I L E *Meetings* 1

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Security Records and Communications Division,
Office of Security - 3 October 1968, 1500 Hours

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25X1   2. [   ] Chief, SR & CD, gave the briefing. The Di-
vision has a T/O [   ] The largest personnel
25X1   problem is obtaining enough key punch operators.

3. The Division is organized into the following three branches plus a
Systems Administrative Officer and an Outside Agency Name Check Staff:

    a. Case Analysis Branch
    b. Records Branch
    c. Compartmental Information Branch

There are four automated projects:

    a. SANCA - Secure Automated Name Check Activity
    b. CAPER - Case Processing Evaluation Report
    c. SPECLE - Special Clearance
    d. SEADORS - Security Automated Document Retirement System

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5. The Case Analysis Branch is responsible for the first professional
review for security clearances or field investigations; it is here that the infor-
mation available from the computer is reviewed. The [   ]   25X
of this branch is responsible for the retirement of files (SEADORS Project).

6. The Records Branch is the largest branch with [ ] people. The auto-   25X1
mation of much of the work of this branch in 1963 was the largest recent innovation.
The CAPER and SANCA projects are located in this branch.

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7. Compartmented Information Branch is responsible for maintaining the central control for security clearances held by employees in the Intelligence Community. There are 75,000 people on record who have security clearances.

8. The Agency is scheduled to begin in the near future its telecom contact with the National Intelligence Center at Fort Holabird. The Armed Forces have consolidated their indicies into an IBM Data System at Fort Holabird and it is anticipated that our proposed telecom access with this facility will increase the effectiveness of the Security Records and Communications Division.

9. The following are the case load statistics for FY 1968:

Covert	16,339
Overt	8,655
Overt, misc	12,335
Comebacks	4,339
Total	41,668

10. The briefing was concluded at 1600 hours.

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